

Spearfish Middle School

Student Handbook



S P E A R F I S H

SPARTANS

SPEARFISH SCHOOL DISTRICT VISION, GUIDING VALUES & MISSION

THE WAY WE ENVISION SUCCESS!

VISION: In partnership with our community, Spearfish School District prepares graduates who are respectful, responsible, and engaged citizens. Through equitable access to high academics, social and applied learning, students are inspired to excel in college, careers, and life.

THE WAY WE MAKE DECISIONS!

GUIDING VALUES:

- EQUITY - Equity means that all students have equal access to quality staff, courses, activities, services and resources based on their individual needs.
- EXCELLENCE - Excellence means that students achieve at their highest potential and develop their capacity to succeed in educational and career pathways of their choice.
- EMPOWERMENT - Empowerment means that students will gain the ability and the authority to make decisions in their own learning

THE WAY WE DEFINE OUR PURPOSE!

Mission: Empowering All Students to Succeed in a Changing World.

SPEARFISH SCHOOL SONG

Spearfish we honor you
And to the end we'll fight for you.
And keep your colors flying high, high, high
We'll do our best for you at every turn
We'll show you what it is to have a loyal,
Rough, and ready school. Fight team, fight!
Spearfish for you we stand maroon and white.
We've got the pep
Now listen to our great big Rah! Rah! Rah!
Roll out the score. Spearfish cheer for your team.
We'll show you what it is to have a loyal,
Rough, and ready school.

Emblem: Spartans Excel in Academics/Activities

Colors: Maroon and White

Contact Information:

- Website: www.spearfish.k12.sd.us
- Middle School Phone Number: 605-717-1215
- Middle School Address: 1600 North Canyon Street, Spearfish, SD 57783
- School Mailing Address: 525 East Illinois Street, Spearfish, SD 57783
- Dakota Bus: 605-642-2353
- Lunchtime Solutions: Coree Walker: cowalker@spearfish.k12.sd.us

Middle School Faculty and Staff
(605) 717-1215
www.spearfish.k12.sd.us

Main Office:	Don Lyon Brady Summers Krystal Rogers Mariah Gill	Principal Asst. Principal/Activities Director Secretary Secretary
Counseling Staff:	Sheri Potter Jill Murphy	6 th Grade Counselor 7 th & 8 th Grade Counselor
Nurse's Office:	Barbara Graslie Karen Moye	District Nurse District Nurse
Library:	Monica Waugh	
Resource Officer:	Candi Birk	
Custodians:	Bob Culbertson Alexis Delores Eric James LeAnn Whitney Ray Williamson	Day Custodian Custodian Custodian Custodian Custodian
Classroom ESP:	Jay DeSort Carmen Frasier Julie Carlbom Wanda Schoenberner Kelsey Miller Jenifer Zoller	Special Education Special Education Special Education Special Education ACE Room Aid Special Education Lunch/Learning Center
Lunchtime Solutions:	Justin Olson, Food Service Director, justin@lunchtimesolutions.com Coree Walker, Asst. Food Service Director, coree@lunchtimesolutions.com	

Core Faculty

6th Grade

Teri Aberle – Math/Social Studies
Kelly Singer – Science/Social Studies
Becky Sukstorf – English/Soc. Studies

Chris Blain – Social Studies
Leslie Wangeman - Science
Jaime McGillvrey – Math
Delores Gehner - English

7th Grade

Mindy Capp – Science
Paula Farley – Geography
Melissa Ruml - Math
Linette Fitzgerald – English

Dan Holben – Science/Social Studies
Angela Moore – Math/Social Studies
Erin Lopez – English/Social Studies

8th Grade

Kathy Wolff – English
Ty Haggerty – Social Studies
Tom Mead – Science
Avery Greenwalt – Math

Allison Coin – Social Studies
Josh Wangeman – Science
McKenna McCreary - Math
Matthew Rohn - English

Encore Faculty

Teri Bauerly – Computer Technology
John Dagit – Computer Technology
Alex Johnsen– Physical Education
Ryan Lee – Physical Education
Kattie Ranta – Physical Education
Abigail Case - Band
Jessie Jeffery – Spanish
Sarah O'Donnell – Art
Marilee Woodard – Choir/Music/Math

Special/Alternative Education Faculty

Punky Engesser – 6th Grade
Nathan Naasz – 7th Grade
Taylor Krogman – 8th Grade
Casey Sumners – Special Education
Dale Singer - Alternative Education Program (ACE)
Sherry Ewing – Middle School Resource

Daily Bell Schedule

	START	1 st Period	2 nd Period	3 rd Period	4 th Period	5 th Period	6 th Period	7 th Period	8 th Period	FLEX
6 th	8:15 - 8:30	8:33 - 9:19 Core	9:22 - 10:08 Core	10:11 - 10:57 Core	11:00 - 11:46 Core	11:46 - 12:16 Lunch	12:20 - 1:06 Dir. Study Band/Choir	1:09 - 1:55 Explore	1:58 - 2:44 Explore	2:47 - 3:15
7 th	8:15 - 8:30	8:33 - 9:19 Core	9:22 - 10:08 Core	10:11 - 10:57 Dir. Study Band/Choir	10:57 - 11:27 Lunch	11:31 - 12:17 Explore	12:20 - 1:06 Explore	1:09 - 1:55 Core	1:58 - 2:44 Core	2:47 - 3:15
8 th	8:15 - 8:30	8:33 - 9:19 Explore	9:22 - 10:08 Explore	10:11 - 10:57 Core	11:00 - 11:46 Core	11:49 - 12:35 Core	12:35 - 1:05 Lunch	1:09 - 1:55 Core	1:58 - 2:44 Dir. Study Band/Choir	2:47 - 3:15

1 PM Early Release Schedule

No START or FLEX period

Notice the lunch position in the schedule alters the order of classes.

6 th Grade Schedule							
1 st period	2 nd period	3 rd period	4 th period	6 th period	5 th period Lunch	7 th period	8 th period
8:15-8:50	8:53-9:26	9:29-10:02	10:05-10:38	10:41-11:14	11:14-11:44	11:48-12:21	12:24-1:00
7 th Grade Schedule							
1 st period	2 nd period	3 rd period	5 th period	4 th period Lunch	6 th period	7 th period	8 th period
8:15-8:50	8:53-9:26	9:29-10:02	10:05-10:38	10:38-11:08	11:12-11:45	11:48-12:21	12:24-1:00
8 th Grade Schedule							
1 st period	2 nd period	3 rd period	4 th period	5 th period	7 th period	6 th period Lunch	8 th period
8:15-8:50	8:53-9:26	9:29-10:02	10:05-10:38	10:41-11:14	11:17-11:50	11:50-12:20	12:24-1:00

Two Hour Late Start Schedule

No START or FLEX period

Notice the lunch position in the schedule alters the order of classes.

No bells will ring besides to start and end the day.

6 th Grade Schedule							
1 st period	2 nd period	5 th period Lunch	3 rd period	4 th period	6 th period	7 th period	8 th period
10:15- 10:54	10:56- 11:32	11:34- 12:04	12:06- 12:42	12:44- 1:20	1:22- 1:58	2:00- 2:36	2:38- 3:15
7 th Grade Schedule							
1 st period	4 th period Lunch	2 nd period	3 rd period	5 th period	6 th period	7 th period	8 th period
10:15- 10:54	10:56- 11:26	11:28- 12:04	12:06- 12:42	12:44- 1:20	1:22- 1:58	2:00- 2:36	2:38- 3:15
8 th Grade Schedule							
1 st period	2 nd period	3 rd period	6 th period Lunch	4 th period	5 th period	7 th period	8 th period
10:15- 10:54	10:56- 11:32	11:34- 12:10	12:12- 12:42	12:44- 1:20	1:22- 1:58	2:00- 2:36	2:38- 3:15

SECTION 1: ATTENDANCE

Students in grades K through 8 who are absent for more than twenty (20) days during a school year are subject to a review at the end of the school term to determine eligibility of receiving credit for course work. The principal may recommend exception because of extenuating circumstances, but the review will include parents, teachers and administration **(Board Policy 5010)**.

Parent explanation is necessary for all absences or tardies. Parents should call the office as early in the morning as possible. If the absence is unconfirmed, the office will attempt to reach parents during the day. Planned absences are excused and may be communicated by either phone or note. Letters will be sent home with concerns about absences at 5, 10, 15, and 20 days.

EXCUSED ABSENCES

Students who have excused absences will have one day more than they were absent to complete their missing work, i.e., an absence of two days means three days to complete all make-up work. Tests and projects are the exception to this rule. Students that have been pre-excused or are absent due to school sponsored events are expected to have their school work done prior to the absence or completed upon return. Individual circumstances may be left to teacher discretion.

UNEXCUSED ABSENCES

Students with unexcused absences have one day to make up all missing work. Tests and projects are the exception to this rule. Students with unexcused absences will be subject to further disciplinary action. Full academic credit will be given if all work is turned in as arranged.

TARDIES

Being late to class is considered being tardy. Unexcused tardies should only be excused by the parent/guardian on the day of the tardy. Students tardy 20 minutes or more to class will be marked absent rather than tardy. Tardies will be monitored on a per class period basis. If a student receives 3 tardies in a class that will result in a detention. If a student receives 5 tardies in a class that will result in a Saturday school. After 5 tardies per class period every 2 tardies after that will result in detention time and/or Saturday school. Tardies are counted by trimester and are reset to zero at the beginning of the trimester. Extenuating circumstances involving tardies may be considered by administration.

SECTION 2: ACADEMICS

ASSIGNMENTS/HOMEWORK

Students are responsible for completing their assignments on the date requested. Requests for assignments for students who are absent for more than one day must be called into the main office by 10:00 a.m. and can be picked up in the office between 3:00 and 4:00 p.m.

GRADING (8th grade Algebra 1 uses Spearfish High School grading scale)

A - 90-100%	C - 70-79%	D - 60-69%	S - Satisfactory
B - 80- 89%	F - 59% and below	I - Incomplete	U – Unsatisfactory

HONOR ROLL

At the end of each grading period an "A" Honor Roll of Excellency and a "B" Honor Roll of Merit will be published. Each student shall be responsible to check the list and to notify the office in case of an error. All courses will be included in determining the GPA. Grading modifications will be determined through the multi-disciplinary teams. To be eligible for the honor roll a student must be enrolled at least as a half-time student. A single "D" or "F" disqualifies a student from recognition on the School Honor Roll.

Honor Rolls are:

"A" Honor Roll of Excellency: Must have a 3.666 or above.

"B" Honor Roll of Merit: Must have a 3.00 - 3.665.

COUNSELING SERVICES

The Spearfish Middle School counselors are available to all students unless written notification from the parent/guardian states otherwise. Counselors can help with educational planning, personal problems, informing the student and parents of overall progress, testing results, etc. The counselor can assist in arranging conferences with teachers and can refer a parent to private agencies for additional help if the need arises.

INCOMPLETE GRADES

Incomplete work must be turned in within 2 weeks (10 school days) following the completion of the grading period unless special arrangements have been made. Failure to do so may result in failing the class.

PROMOTION/RETENTION

If a student has failed two or more classes, that student may be considered for grade level retention for the following school year. All retention decisions are based on administrative discretion.

SUMMER SCHOOL

Students may be required to attend summer school for poor academic performance and/or excessive absences. It may also be used in lieu of grade level retention.

SPARTAN LEARNING LAB

Our fundamental purpose is student learning. In support of our purpose, the Spartan Learning Lab (SLL) has been developed to provide the time for students to complete class work deficiencies and to gain understanding of necessary concepts required for mastery of content. A deficiency might include, but not limited to, incomplete or failed homework assignments, projects or any assigned task important to the learning process. SLL will be available before school (AM), after school (PM), during lunch time, during flex time, and on designated early release days and Saturdays. If a student completes their missing work satisfactorily prior to the end SLL, they will be dismissed.

The levels of support included in the SLL structure are outlined below:

Level 1: Classroom teacher before and after school - Expected of all students and staff

Level 2: Optional Spartan Learning Lab AM/PM

- M-F in the teacher's classroom and after school from 3:20 – 4:00 in the teacher's classroom or the ALAC room.

Level 3: Lunch SLL

- Students are to report to the ALAC room at the beginning of their lunch period. They will be excused to retrieve their lunch and will return to the ALAC room.

Level 4: Afterschool SLL 3:20 – 4:00 PM

- M-F in the teacher's classroom or the ALAC room. Student will be assigned to afterschool SLL, based on deficiencies following participation in the previous levels of SLL.

Level 5: FLEX Time SLL

- The primary purpose of flex time is teacher and/or student initiated time to re-visit classroom specific learning outcomes to ensure mastery of skills outlined in the curriculum.

Level 6: Early Release and/or Saturday School SLL

- Students will be assigned by classroom teachers, to SLL Early Release/Saturday School based on deficiencies following participation in the previous levels of SLL.
- Early Release/Saturday School are only for students who have continued deficiencies even after extensive use of levels 1-5.

Note: If students willfully refuse to engage in SLL in a meaningful way, we will respond with a required meeting involving the student, parent(s), teaching team, counselors, and administration to develop a plan.

SECTION 3: BEHAVIOR EXPECTATIONS

SMS HUMAN RIGHTS STATEMENT

Every student in SMS has the right to:

1. Feel safe at school and during school activities.
2. Expect equal treatment by students, teachers and administrators.
3. Ask for help without being denied.
4. Benefit from and provide positive peer pressure.
5. Be listened to and taken seriously.
6. Have the best possible education free from negative student behavior.
7. Have personal and school property respected.

STUDENT EXPECTATIONS

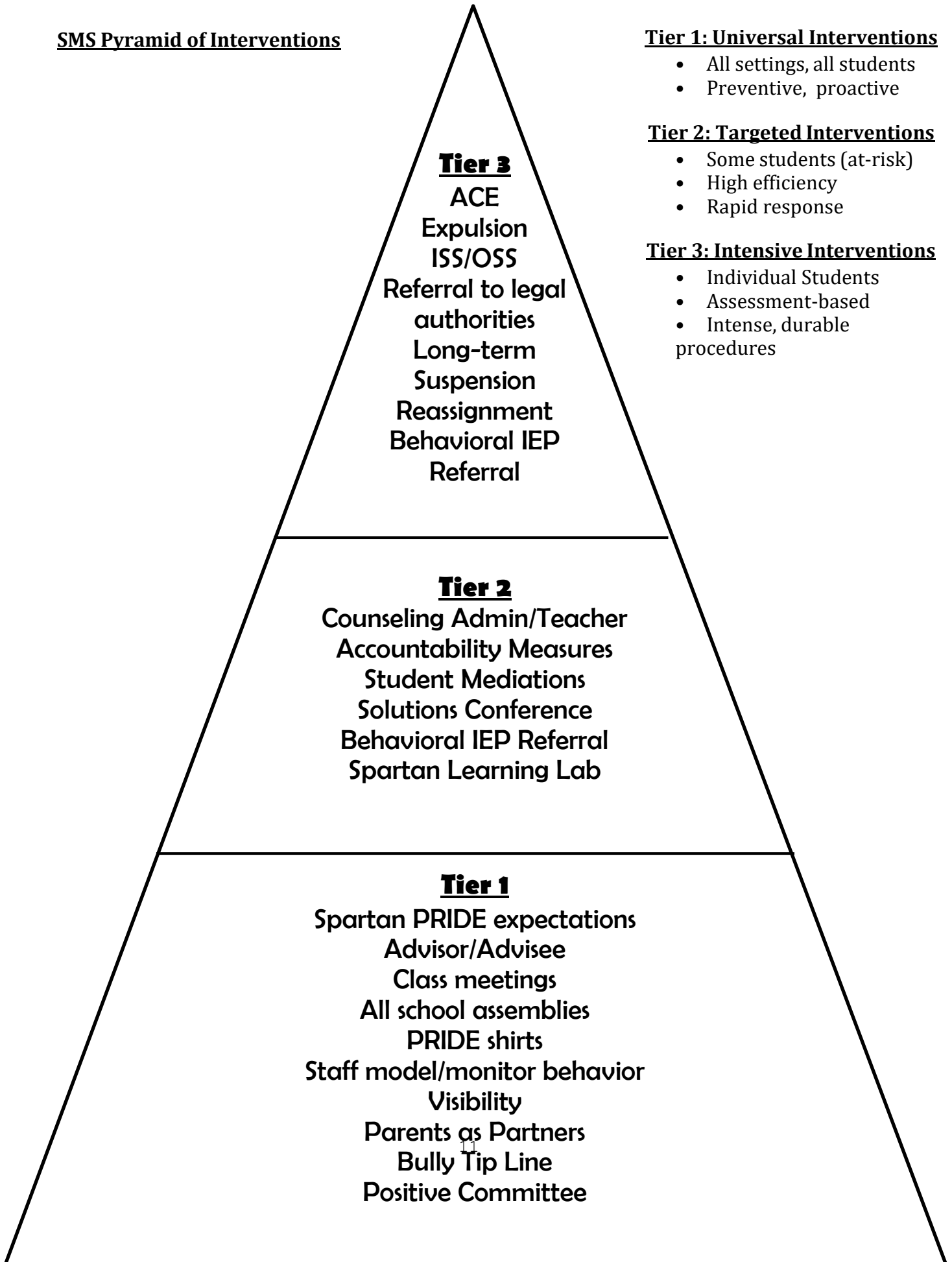
It is important for everyone to have a clear understanding about expected student behavior guidelines. At SMS, our behavior is guided by our community core values. Our core values are explained through Spartan PRIDE. Each letter in PRIDE stands for one of our community core values: Preparedness, Respect, Integrity, Determination, and Excellence. Expected behaviors that represent each one of these core values are posted in the various areas of our school such as the lunchroom, hallways, and classrooms.

SPARTAN PLEDGE ***SUPPORTING OUR SCHOOL COMMUNITY CORE VALUES***

- **Preparedness - Ready for learning, having what you need to accomplish your goals**
- **Respect - Embracing of our differences, treating others as we wish to be treated**
- **Integrity - Doing the right thing at all times with honesty and authenticity**
- **Determination - A firmness of purpose in everything you do, a willingness to overcome an obstacle**
- **Excellence - High expectations for all and in all we do and the courage to challenge for it**
 - **I will bring a positive attitude and materials everywhere I go.**
 - **I will be considerate of others, their property, and myself.**
 - **I will do the right thing when no one is looking.**
 - **I will never give up.**
 - **I will challenge myself to do my best.**

In support of our primary purpose and core values, increasing levels of intervention, as shown below are utilized to support students academically and behaviorally. In addition, all students are subject to the policies and procedures adopted by the Spearfish School District 40-2 Board of Education. Students' families play an important role in the school's discipline program. Therefore, it is the philosophy of SMS to encourage parent/guardian participation.

SMS Pyramid of Interventions



SCHOOL-WIDE DISCIPLINE GUIDELINES

These guidelines are intended to help school personnel communicate student expectations and consequences to both students and parents. In addition, they are designed to enhance fairness, clarity, and consistency among staff when applied with good judgment and common sense.

Each of the following categories has a range of consequences for each disciplinary infraction that allows for latitude in decision-making. This range is also on a continuum, which results in a more severe consequence for each repeated offense. Suspensions can be In-School Suspension (ISS) or Out-of-School Suspension (OSS) at the discretion of the administration.

Category	Typical Infractions	Handled By	Range
Minor Infractions	Defiance Insubordination Disruption Dress Code Inappropriate Language Physical Contact Physical Aggression Property Misuse Technology Violation	Teacher and/or Administrator	Warning to detentions, Saturday School, or other consequences determined by the teacher/administration
Major Infractions	Abusive Language Inappropriate Language Profanity Bullying Defiance/Insubordination Noncompliance Disrespect Disruption Dress Code Violation Forgery/Theft/Plagiarism Harassment Inappropriate Display of Affection Inappropriate Location Lying/Cheating Physical Aggression Property Damage/Vandalism Skip Class Tardy Technology Violation Truancy	Administrator	Detention to Days of Suspension

Matters of Law	Alcohol/Drugs/Tobacco Arson/Explosives Extortion Threat of School Official Assault of School Official False Alarms/Tampering Bomb Threats Major Vandalism/Theft Other Matters of Law Weapons	Administrator	Suspension to Recommendation for Expulsion Police Notification
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DRESS AND GROOMING

Student appearance and dress relate to student achievement, conduct and expectations. Our student body is expected to dress in a neat and clean manner which is appropriate for school. Our goal is to have student dress reflect a safe, healthy and orderly learning environment that does not substantially disrupt others. Clothes, ornaments and grooming should not be a distraction. The following are examples of what may be considered inappropriate or disruptive school dress:

- A. Under garments or night wear that is visible
- B. Pajamas including slippers
- C. See-through clothing
- D. Halter tops/half shirts which expose skin on the stomach or chest; tank tops under two fingers in width and/or spaghetti straps without another shirt/blouse worn over or under it.
- E. Extremely short (above mid-thigh) skirts or shorts
- F. Bare feet
- G. Pants that do not fit and are not worn at the waist or have inappropriate or excessive holes or rips
- H. Clothing relating to tobacco, alcohol, drugs, violence, sex, gangs, or inappropriate language
- I. Wearing chains of any sort
- J. Trench coats

When dress is inappropriate, students will be asked to change clothes or have parents bring a change of clothes. Caps and hats are to be removed upon entering the building.

BOMB THREATS AND OTHER THREATENING OR ENDANGERING BEHAVIOR

These inappropriate actions may result in suspension, recommendation for expulsion, and referral to

STUDENT ALCOHOL, TOBACCO, AND OTHER DRUG ABUSE

Spearfish School District 40-2 recognizes that alcohol, tobacco and other drug abuse poses a serious threat to the health and well-being of the district's students and is detrimental to the learning process and the effective operation of the schools. Furthermore, the board recognizes that alcohol, tobacco and other drug abuse is a social and personal health problem that needs to be treated, not merely punished. Therefore, the board expresses the following policies. The rules and sanctions apply to students regardless of age and regardless of whether or not they may legally use the products away from home. As required by law, violations will be reported to appropriate authorities, including law enforcement officials (**Board Policy 5105**).

ELECTRONIC DEVICES

Electronic devices (examples: cell phones, watch-phones, MP3 players, IPODS, cameras, tablets, etc.) may be used during the school day in the halls, lunch room, and commons area during passing times and lunch times. Electronic devices should not be used in the hallway during class time. Students are not allowed to use these devices in bathrooms, locker rooms, or dressing areas at any time. Classroom use of electronic devices is up to the discretion of the individual teacher in each classroom. Students are expected to use electronic devices appropriately at any school sponsored event. Items used inappropriately will be confiscated and returned to the student at the end of the school day, along with the disciplinary action. If the item is confiscated again, a parent/guardian will need to retrieve the device from the office and the student will have disciplinary action.

FIRE ALARM BOXES

It is against the law to tamper or misuse fire alarm boxes or other safety devices.

FOOD AND DRINK

No food, candy, soda, or other beverages are to be consumed or kept in the hallways, restrooms or lockers. Appropriate food items may be allowed in classrooms with teacher permission.

NUISANCE ITEMS

Nuisance items are objects that do not belong in school. These include but are not limited to matches, lighters, lasers, games, toys and fireworks.

PUBLIC DISPLAYS OF AFFECTION/INAPPROPRIATE TOUCHING

Students are reminded to show respect for fellow students by avoiding inappropriate displays of affection including hugging or kissing in the building or on the school grounds.

WEAPONS

Board policy forbids the bringing of dangerous and/or illegal weapons on school property or to school-related activities. Weapons shall be taken from pupils and shall be reported to the pupil's parents. Confiscation of weapons will also be reported to the police. Appropriate disciplinary and legal action shall be pursued by the building principal. **(Board Policy 5115/4250)**

DEFINITIONS:

ACE: Alternative program within the middle school for students with academic and/or behavioral needs that can't be met in the traditional classroom setting. Program offers individualized help and a highly structured setting to build academic and behavioral skills.

ALAC: Alternative Learning and Attendance Center. Multi-purpose space where students go for behavioral or academic intervention.

Bullying: Bullying is repeated and intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified, typically repeated, and differs from conflict. Two or more students can have a disagreement or a conflict, but bullying involves a power imbalance in which a bully targets a student who has difficulty defending him or herself **(Board Policy 5133/6248)**.

Detention: Supervised study time served after school from 3:20 - 4:00 PM (40 minutes). The student is expected to study quietly doing school work. Detention times may be assigned at lunch time at the administrator's discretion. Students that miss their assigned detention will face additional consequences.

Expulsion: Denial of a student's membership in school for a period of time.

Extra-Curricular: Activities outside the regular classroom. Participation in an extra-curricular activity is a privilege.

Harassment: Any unwanted or unwelcome verbal, visual, or physical behavior which is intentional and repetitive.

In-School Suspension (ISS): Denial of student to participate in class and/or co-curricular activities. The suspension will be served in the school setting. Students are required to complete assigned work and no academic penalty is assessed.

Long-term suspension: Temporary denial to a student by the superintendent or school board of participating in school and related school activities for more than 10 days and not more than 90 days.

Out-of-School Suspension (OSS): Temporary denial of a student's participation in class and/or co-curricular activities as determined by administration. Students serving OSS are not allowed to attend or participate in any school activity or be on school district grounds.

Reassignment: Superintendent or designee may reassign students to a school other than their home attendance center because of student misbehavior. When a student is reassigned for misbehavior, transportation will be provided by the guardian at no expense to the district.

Referral to Legal Authorities: Notification of appropriate legal authorities of student actions that are matters of law.

Saturday School: Students may be assigned Saturday School from 8:00-11:00 AM. Failure to attend may result in other consequences, such as ISS or OSS.

Sexual Harassment: It shall be a violation of this policy for any student or any school personnel of the School District to harass a student, any school personnel, or any visitor through conduct or communication of a sexual nature or communication disparaging a person's race, color, religion, creed, ancestry, national origin, gender, sexual orientation, disability, or age. For the purpose of this policy, "school personnel" includes School Board members, all school employees and agents, volunteers, contractors, or persons subject to the supervision and control of the School District. This policy applies on all school district property and to all School District sponsored, approved, or related activities at any location **(Board Policy 5130/4101)**.

Solutions Conference: Meeting between school staff, students, and families to identify specific goals for improvement related to academic performance and/or behavior along with specific action steps for achieving them. Process also outlines who is responsible for each action step and sets a timeline for measuring success.

Spartan Learning Lab: In support of our fundamental purpose student learning, the Spartan Learning Lab (SLL) has been developed to provide the time for students to complete class work deficiencies and to gain understanding of necessary concepts required for mastery of content. SLL has three tiers lunch learning lab, after school learning lab, and early release/Saturday school learning lab.

Spartan PRIDE Expectations: Set of core community values on which student behavioral expectations are based.

Student Mediations: Process facilitated by staff member between two or more students to identify and correct sources of conflict.

SECTION 4: GENERAL GUIDELINES AND PROCEDURES

ANNOUNCEMENTS

Daily announcements will be read by all START teachers. Announcements are also posted on the office window and on the school website www.spearfish.k12.sd.us students that may be expecting homework assignments or messages before that time should check at the office between classes or during lunch.

ASSEMBLIES

Throughout the year assemblies will be held in the high school auditorium and/or middle school gym. Students will sit in assigned areas with teachers and are expected to display Spartan PRIDE.

BACKPACKS

It is acceptable to bring backpacks to and from school. Backpacks are not allowed in classrooms and should be kept in student lockers throughout the school day. 8th grade students are allowed to have backpacks in classrooms due to the 1:1 laptop program.

BICYCLES, SKATEBOARDS, ETC.

Bicycles, skateboards, rollerblades, roller shoes, scooters, or other similar items are permitted for transportation to and from school. Students may not use these items in the school building, the bus zone, or in any way that may damage school property.

BUS TRANSPORTATION

Those students transported to school by the school district are subject to the rules and regulations as outlined by the bus service (Dakota Bus Service 605-642-2353). Violation of these rules and regulations may result in temporary or permanent suspension of busing privileges or other disciplinary actions.

CANINE INSPECTIONS

Our school district has a contract with Montana Interquest Detection Canines of to conduct periodic inspection of our campus. These inspections will be carried out by a nationally certified canine and handler.

These units are specially trained to find contraband items that include illegal drugs, gunpowder related items, alcoholic beverages and over-the-counter and prescription medications

Student lockers, classrooms, locker rooms, athletic facilities, commons areas, vehicles, desks, backpacks and any other articles on school property are subject to inspection.

All inspections will be conducted within the scope of law and with the knowledge of the student.

CLOSED CAMPUS

SMS is a closed campus which means that students are not to leave the school building/grounds after the school day has begun. If a student must leave a parent or other designated adult must come to school and sign out the student unless other arrangements have been made with the school.

A student going to lunch with a parent must follow the sign-out procedure. If a student is checked out for lunch, please have them back for the beginning of their next scheduled class.

DELIVERIES

Deliveries will be held in the office until the end of the school day.

EVACUATION PROCEDURES

In the event of a bomb threat or other emergency which requires evacuation from the building all students are to exit in an orderly fashion and proceed immediately to their designated area. Students and staff may then be directed to proceed to an alternate school site.

If the building evacuation occurs before school, during lunch, or when students are not in class, students should report to their designated area. In all instances, students are to remain at their designated area with their teacher until further directions are given.

FIELD TRIPS

A field trip has considerable educational value. Our community offers a large and varied number of wonderful opportunities. Transportation costs often make up the majority of the costs associated with a field trip. To defer these costs monetary donations will be accepted. No student will be excluded from a field trip for financial reasons.

FIRE DRILLS AND OTHER EMERGENCIES

Students should acquaint themselves with the procedures for a fire or tornado drill posted in each classroom. Teachers will familiarize students with all of these procedures.

HOURS FOR SCHOOL

In-building supervision of students by staff begins at 8:00AM. Students who arrive earlier are encouraged to remain in the commons area. All students must leave the building by 3:30PM, unless supervised by an adult. Athletes can re-enter the building 10 minutes before scheduled practice time.

LIBRARY

The library offers books and materials to students and staff that may be checked out for reasonable periods of time. Most library materials may be checked out for two (2) weeks and may be renewed once. Students may have two (2) items checked out at one time unless special arrangements are made. All library materials that are lost and/ or damaged must be paid for a replacement price.

LOCKERS

Hallway and gymnasium lockers are the possession of SMS and may be inspected by school staff, police, or search dogs at any time. Each student will be assigned a hall locker that cannot be changed without permission from the student's core team of teachers. Do not store money and/or valuables in lockers. SMS is not responsible for lost, damaged, or stolen items. Fines will be assessed for damaged lockers. To prevent other students from accessing your locker, do not share your locker, provide someone else your locker combination, and make sure the door of your locker is completely closed and locked. Please report any malfunction to the office immediately.

LOST AND FOUND

Students missing personal or school items may check with classroom teachers or in the main office. At the end of each trimester, lost and found items are disposed of or given to charity.

LUNCH PROGRAM

The cost of a student lunch for the school year is \$2.90 per meal. Breakfast is also available in the mornings before school (from 7:30-8:05 a.m.) for \$1.35. Free and reduced lunch program applications are available in the office. Parents are always welcome to join their student for breakfast or lunch. If a student

is checked out for lunch, please have them back for the beginning of their next scheduled class. Individual meals cannot be purchased as students go through the serving line.

Students without an ID will use their lunch number to pay for lunch and may be asked to go to the end of the line. Lunch money will be collected in the main office before school each day. Payment may also be made on-line through the link on the district web site <https://www.ezschoolpay.com/Login.aspx>.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held after school from 3:45-7:00PM three times per school year. For the school year the dates are October 11th, January 10th, and April 4th.

PHYSICAL EDUCATION CLOTHING

SMS students have physical education class on a daily basis throughout middle school. Physical education students are required to wear an athletic t-shirt (short sleeves) and shorts (mid-thigh or longer) or pants designed for activity. For hygiene reasons, this clothing must be separate attire from that worn in the classroom each day. PE shirts and shorts can be purchased from the PE department.

PARENT PORTAL

Parents/guardians have access to school information through Infinite Campus parent portal. Specifically, a parent/guardian you will have online access to student attendance, grades, and schedule. For more information or to join, please contact the middle school office (605-717-1215), the technology office (605-717-1208) or our school district website www.spearfish.k12.sd.us.

SCHOOL DANCES

All dances must be sponsored by a recognized SMS organization and approved by the administration. Dances may be restricted to one grade level or may include multiple grade levels.

Things to know about SMS dances:

- 1) All dances are held in the Commons/Gym.
- 2) Dances are to be adequately chaperoned by parents and staff members.
- 3) There is an admission charge of \$5.00 per student.
- 4) Students are expected to remain at the dance until its completion, unless an earlier time is approved and communicated by the chaperone and/or parent.
- 5) Parents will be notified to pick up their child if he/she is causing problems.
- 6) Inappropriate dancing is not permitted.
- 7) Students serving OSS on the day of the dance may not attend. Other behavioral infractions may also result in students being excluded from attending dances.
- 8) Students must be in school for half of the scheduled school day in order to attend dances.
- 9) Extenuating circumstances may be considered by the administration.
- 10) School dress code will be enforced.
- 11) Only Spearfish School District middle school students may attend dances.

SCHOOL SUPPLIES

Students may be asked to purchase some supplies for their classes; for example, a PE shirt or art supplies. If students are unable to obtain their own supplies the necessary materials will be provided. All textbooks are loaned to students by the Board of Education. Students are expected to keep books in good condition. If a book is lost or damaged, the student will be expected to pay for the loss or damage.

STORM POLICY

Every attempt will be made to hold school every day. Information regarding school closures will be broadcast by local radio stations KDSJ (98.0 AM), KBFS (103.1 FM), KBHU, and KBHB (810 AM) and TV stations in the broadcast area. School Messenger, an automated calling service, will also be used. Please have your contact information updated with the office.

STUDENT IDENTIFICATION CARDS

All students and staff are issued an ID at the beginning of the school year. Student ID cards serve the following purposes:

- Serve as a form of identification
- Used as the student library card
- Used for lunchroom purposes
- Allow staff members and students to easily see who is a member of SMS
- Allow staff members to monitor visitors or intruders into our school
- Allow for the general safety of our student body

Any student who is new to the district or who did not have their school picture taken during fall pictures, must stop by the main office to have an ID made. Students are not to alter or deface their ID in any way. If a student should lose or deface their ID, there is a \$5 replacement fee to make another ID.

STUDENT TEACHERS/INTERNS

Throughout the school year, we have the opportunity to host student teachers/interns in the Spearfish School District. The majority of these prospective teachers are current students at Black Hills State University here in Spearfish. The purpose of the student teaching/internship experience is to provide authentic classroom teaching experience to these students as a part of earning a teaching degree.

STUDENT PARKING AND DRIVING

Students are required to park in the high school parking lot. Students may not drive during school hours unless special parent authorization has been obtained. In order for students to transport other students during the school day, written parent authorization from both students' families will be required. Students are not allowed to serve as volunteer drivers on field trips.

TECHNOLOGY USE

Spearfish Middle School provides technology, including Internet access, for students use in classrooms and computer labs. Students and parents are required to read/sign a use agreement which defines the rights and responsibilities for using technology.

TELEPHONE PRIVILEGES

There is a phone available in the commons area for student use. Students are asked to limit their calls in length.

VALUABLES

Students should not bring valuable items or large amounts of money to school. If valuables or money must be brought to school, please check them in at the office. Each student should properly label or mark all items that are personal property or items that have been assigned.

VISITORS

All visitors to SMS must enter the building through the west doors and check in at the main office upon entering the building. The east doors of the building will be locked daily after 8:15AM. Visitor badges will be issued to all visitors. Advanced approval is required by administration and teachers for any middle school-aged visitor to attend classes with a currently enrolled student.

WELLNESS

Spearfish School District encourages anyone providing treats for students to consider “healthy” items and choices for our students.

SECTION 5: ACTIVITIES

ACTIVITIES HANDBOOK

Spearfish Middle School students participating in activities will adhere to the Spearfish High School Activities handbook for all procedures except for academic eligibility. The activities include, but are not limited to: all interscholastic athletic teams, Knowledge Bowl, Science Olympiad, drama club and music groups that perform outside of the regularly scheduled concerts and events.

ACADEMIC ELIGIBILITY:

- 1) All students participating in extra-curricular activities will have their grades checked on a weekly basis.
- 2) Students in extra-curricular activities must have all assignments completed and turned in to their teachers by noon on Thursday.
- 3) The Activities Director will run a report by noon on Friday to determine if any students in extra-curricular activities are failing.
- 4) If a student is ineligible they will be informed by the Activities Director and the coach/sponsor of the activity.
- 5) If a student is failing any class they are ineligible for all extra-curricular activities the
- 6) following week (Monday-Saturday).
- 7) They will continue to practice but will not be allowed to compete or travel.
- 8) Eligibility will not be checked the first two weeks of each trimester.

Students must be enrolled in two (2) classes at Spearfish Middle School to be eligible to participate in any activity. District students who are part of the Black Hills Online Learning community are eligible to participate in activities.

PRACTICE TIMES

Students are not allowed in the commons and/or hallways after 3:30 PM. Therefore, all books, musical instruments, coats, etc., need to be in the student's possession before that time. Arrangements may be made to store valuables in the coach's office during practice.

Practice times will vary depending on activity, sport, season, and number of teams. A student should NOT be in the building more than 10 minutes prior to the start of their practice nor more than 15 minutes after their practice. Participants in the various activities will be made aware of practice times so that transportation arrangements can be made ahead of time.

Students in athletic activities should enter and leave the building using the door to the back hall between the middle school and high school. For all other activities, arrangements will be made with the advisor for that activity.

There are no scheduled activities after school on Wednesday nights. There may be morning practice on Wednesdays. There will be not required practices over school holidays. There may be practices for those who can attend. All practices will be approved in advance by the activities director. There will be no Sunday practices without prior approval of the activities director. Each activities calendar can be found at: <https://sites.google.com/a/spearfish.k12.sd.us/bsumners/calendars>.

ACTIVITIES CALENDAR

An activities calendar is located in the SMS website. It contains information related to happenings at SMS including start times and bus information.

<https://sites.google.com/a/spearfish.k12.sd.us/bsumners/calendars>

STUDENT COUNCIL

SMS Student Council is a school service organization involved in community projects, fundraising, and school spirit. It is open to any SMS student.

SECTION 6: HEALTH AND MEDICATION

MEDICATION

If parents wish their student to have any medication, they must provide it and complete a form indicating frequency, dosage, and type of medication. This form must be completed before any medication will be provided to the student. All medication (prescription and non-prescription) must be in the original bottle with the student's name on it. If your student uses an inhaler and keeps it with him/her, please come to the office and complete the medical form.

All other medication must be kept at the office. Students are forbidden by School Board policy to have any medication (prescription or non-prescription) in their possession while at school or school activities.

Food supplements, vitamins, herbal and homeopathic preparations will not be administered at school, as they are not FDA approved or regulated, and do not contain FDA warnings on the packaging. (Please review the Drug, Alcohol, and Tobacco policy later in the handbook). After the school year, medications not picked up by parents will be disposed of.

NURSE

A school nurse is available during the week and on-call when needed.

SECTION 7: SPEARFISH SCHOOL DISTRICT POLICIES

<http://www.spearfish.k12.sd.us/District/Policies/policies.html>